

Municipal Parking Lot Reconfiguration
Town of Andover, Massachusetts
Scope of Work
January 22, 2007

***Goal:** To reconfigure the municipal parking lot between Park Street and Barnard Street (behind the Old Town House) to improve vehicular and pedestrian circulation; create new green spaces; introduce street furniture; as well as maintain/increase the number of parking spaces available.*

1. Kick-Off Meeting

A kick-off meeting will be held with the Town of Andover Planning Division and other key town staff so that the project team may obtain a more comprehensive understanding of the project and current activities in the project area.

2. Existing Conditions Analysis: Prepare Parking Lot Base Plan of Existing Conditions

The project team will prepare a base plan of existing conditions (existing entrance and egress, existing parking spaces (including handicap spaces), parking space sizes, landscaped areas, etc.) for the study area.

3. Public Workshop

The project team will conduct a meeting with interested parties (local businesses, the Main Street Committee, etc.) to listen to concerns, issues and comments related to the parking lot under review. The base plan should be used as a visual for discussion.

4. Parking Lot Plan Development and Recommendations

Using the knowledge gained during the kick-off meeting, the existing conditions analysis, and the public workshop, the project team should develop a minimum of two design scenarios that improve the vehicular circulation, pedestrian movement, and increase the number of parking spaces in the municipal parking lot. The project team should create a list of recommendations for each scenario. The scenarios and recommendations must be reasonable, feasible and executable.

5. Additional Ideas

The project team may submit a list of additional ideas, scenarios, and recommendations as determined during plan development. Estimated construction costs may be submitted as an additional item if time allows.

Deliverables:

Meetings:

At least two (2) meetings (one with the Town of Andover staff and one with interested parties)

Products:

- 1.) Illustrative site plan(s) showing design alternatives for the municipal parking lot
- 2.) Graphics to support illustrative site plan
- 3.) Final report of recommendations
- 3.) Electronic versions of the graphics and text for use on Town of Andover website (all work done by the project team will be credited to the project team).

Note: The project team will be given all existing plans, reports, and documents for elements in the project area.